Web Chemistry

Version 4.x User Guide

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Welcome to BCMS

Welcome to the BCMS User Guide. In this guide you will find a brief description on using BCMS version 4.x, and more detailed information on the functions accessible to end users.

System Requirements

Editor's Computer:

- ✔ MS Windows 95 or better (recommended: Windows XP/Vista)
- ✔ Internet Explorer[1] 6 or better (recommended: Internet Explorer 7.x or 8.x)
- ✔ 800x600 screen resolution. (1024x768 or higher recommended)
- ✔ Internet connection, preferably broadband

Web Server[2]

- ✔ PHP version 4.3.2 or later, with built-in GD libraries[3]
- ✔ MySQL version 3.x or later.
- ✔ Apache web server
- ✔ Linux platform

License

The BCMS Content Management System is provided with a license when purchased as a part of a website or online shop design package. For detailed information about usage rights included with your copy of BCMS, please contact your vendor or Web Chemistry.

Validity of your license key can be verified under 'System Info', located in the lower left menu. If you are in doubt your BCMS installation is licensed properly, or the license displays as 'Invalid' under system information, please contact Web Chemistry as soon as possible.

Web Chemistry

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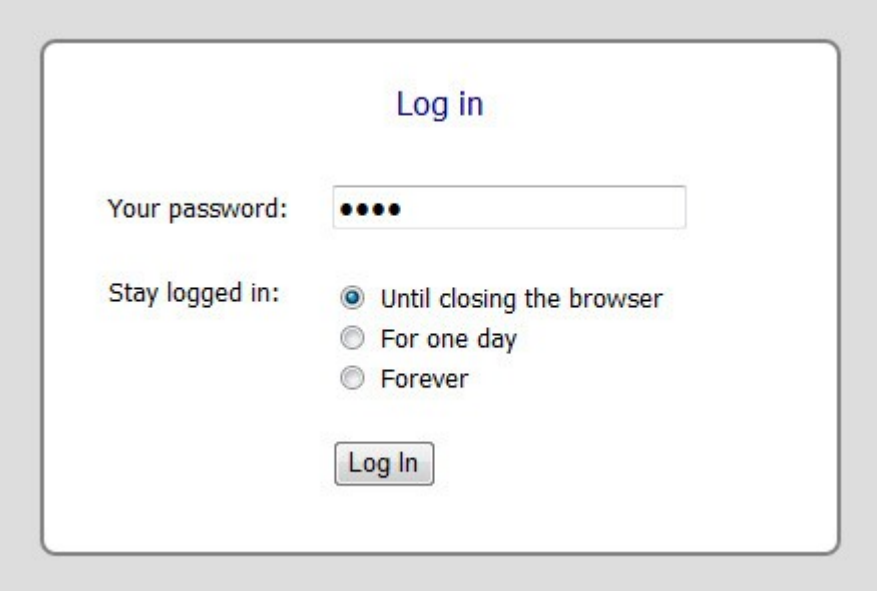
1 Required for the WYSIWIG editor. The other cms functions will operate using other browsers such as Mozilla Firefox or Google Chrome.
2 Server sofware is typically provided by your hosting company. Most linux-based hosting companies offer the required serverside software.
3 Required for using thumbnails and image editing functions.

Logging In

You can log in to BCMS by going to **http://www.yourwebsite.com/bcms/**

When first accessing your cms, you will be presented with this login screen:



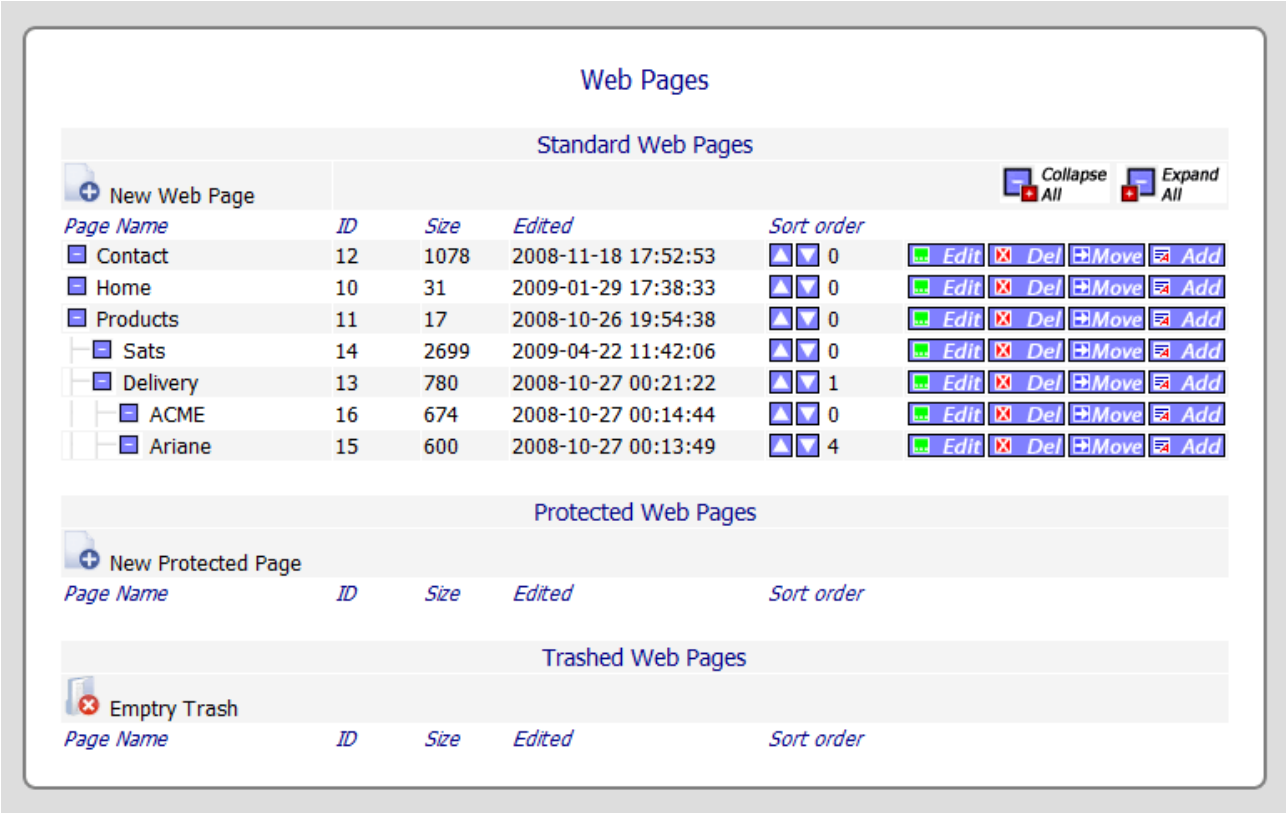
Enter your password, choose how long you want to remain logged in for[4], and click the 'Log In' button.

Your password has been supplied along with other website activation information by Web Chemistry or your vendor. If you have lost your password, please contact Web Chemistry.

4 You can always log out of the system manually when desired. To do so, click the 'Log Out link in the lower left menu.

Web Content

After logging in, you will see a list with all web pages currently on your website. This overview looks like the example below, featuring your content:


Web Pages
Standard Web Pages
New Web Page
Collapse All
Expand All
Page Name ID Size Edited Sort order
Contact 12 1078 2008-11-18 17:52:53 0 Edit Del Move Add
Home 10 31 2009-01-29 17:38:33 0 Edit Del Move Add
Products 11 17 2008-10-26 19:54:38 0 Edit Del Move Add
Sats 14 2699 2009-04-22 11:42:06 0 Edit Del Move Add
Delivery 13 780 2008-10-27 00:21:22 1 Edit Del Move Add
ACME 16 674 2008-10-27 00:14:44 0 Edit Del Move Add
Ariane 15 600 2008-10-27 00:13:49 4 Edit Del Move Add
Protected Web Pages
New Protected Page
Page Name ID Size Edited Sort order
Trashed Web Pages
Emptry Trash
Page Name ID Size Edited Sort order

Pages listed under '**Web Pages**' are generally available to your visitors.

Pages listed under '**Protected Web Pages**' can only be accessed by users after logging in on your website[5].

Pages under '**Trash Can**' are not available to visitors. They can, however, be restored by moving them to 'Web Pages' or 'Protected Web Pages'.

Next to each listed web page, some details are listed, as well as 4 buttons:

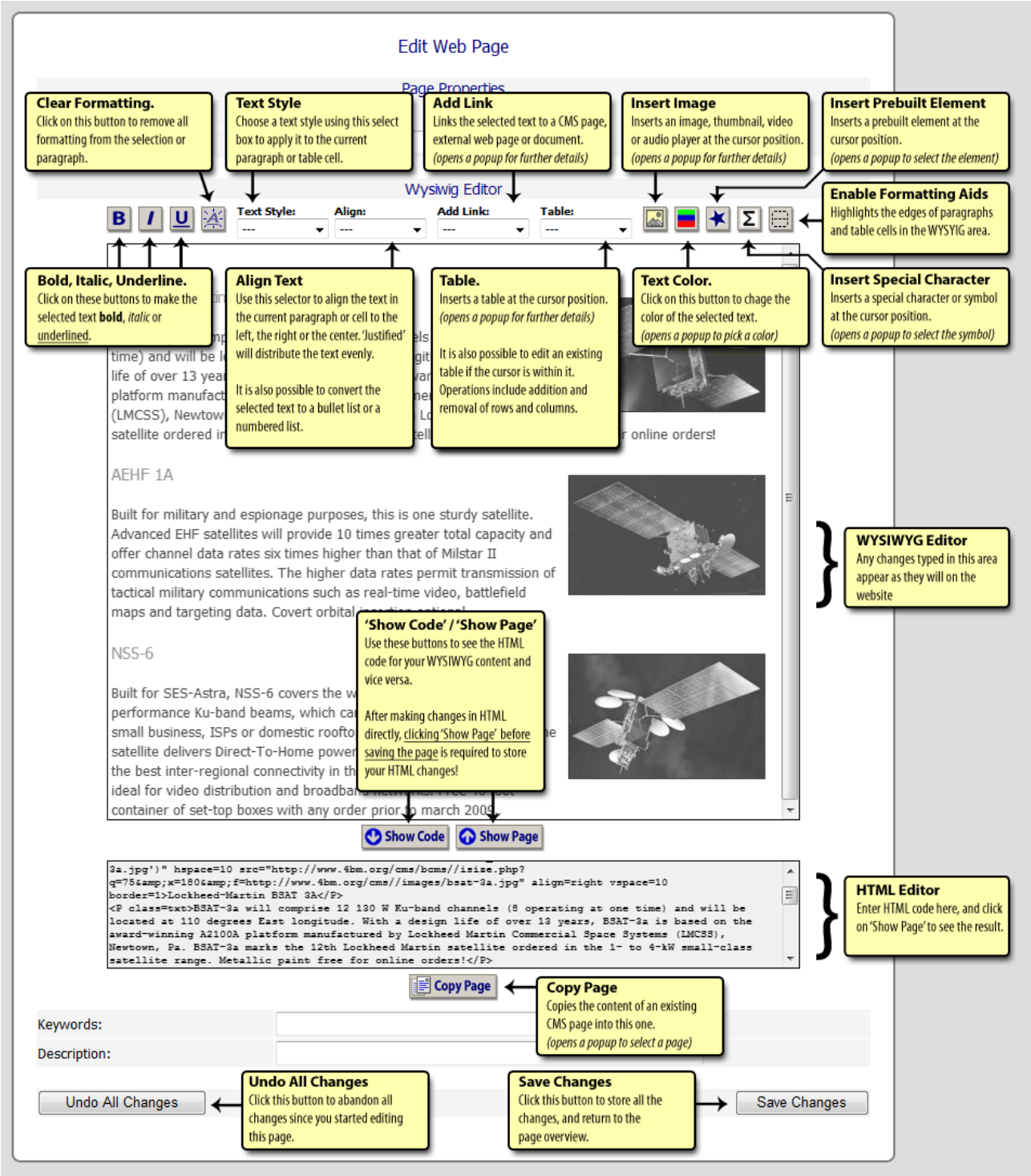
Add	Creates a new web page, located below the current one in tree view
Del	Deletes the web page (moves the page directly under trash)
Move	Move the web page below another page (also used to move pages to/from 'protected')
Edit	Edit the web page using the built-in WYSIWYG editor.

The ▲ and ▼ buttons determine the sort order of the pages. This effects the position of a page in the BCMS page list, as well as its position in menu's and such on your website[6].

5 These pages are only available on websites that feature a log-in system.
6 Only on webites that have dynamically generated menu's.

Wysiwyg Editor

BCMS features a what-you-see-is-what-you-get webpage editor, that allows you to edit the pages on your website easily. After clicking the 'Edit' button in the webpage overview, the content of the selected page will appear in edit mode:


Edit Web Page
Page Properties
Clear Formatting.
Click on this button to remove all formatting from the selection or paragraph.
Text Style
Choose a text style using this select box to apply it to the current paragraph or table cell.
Add Link
Links the selected text to a CMS page, external web page or document.
(opens a popup for further details)
Insert Image
Inserts an image, thumbnail, video or audio player at the cursor position.
(opens a popup for further details)
Insert Prebuilt Element
Inserts a prebuilt element at the cursor position.
(opens a popup to select the element)
Wysiwig Editor
Text Style:
Align:
Add Link:
Table:
Enable Formatting Aids
Highlights the edges of paragraphs and table cells in the WYSYIG area.
Bold, Italic, Underline.
Click on these buttons to make the selected text bold, italic or underlined.
Align Text
Use this selector to align the text in the current paragraph or cell to the left, the right or the center. 'Justified' will distribute the text evenly.
It is also possible to convert the selected text to a bullet list or a numbered list.
Table.
Inserts a table at the cursor position.
(opens a popup for further details)
It is also possible to edit an existing table if the cursor is within it. Operations include addition and removal of rows and columns.
Text Color.
Click on this button to chage the color of the selected text.
(opens a popup to pick a color)
Insert Special Character
Inserts a special character or symbol at the cursor position.
(opens a popup to select the symbol)
AEHF 1A
Built for military and espionage purposes, this is one sturdy satellite. Advanced EHF satellites will provide 10 times greater total capacity and offer channel data rates six times higher than that of Milstar II communications satellites. The higher data rates permit transmission of tactical military communications such as real-time video, battlefield maps and targeting data. Covert orbital
NSS-6
Built for SES-Astra, NSS-6 covers the w
performance Ku-band beams, which ca
small business, ISPs or domestic roofto
satellite delivers Direct-To-Home power
the best inter-regional connectivity in th
ideal for video distribution and broadba
container of set-top boxes with any order prior to march 200
WYSIWYG Editor
Any changes typed in this area appear as they will on the website
'Show Code' / 'Show Page'
Use these buttons to see the HTML code for your WYSIWYG content and vice versa.
After making changes in HTML directly, clicking 'Show Page' before saving the page is required to store your HTML changes!
Show Code
Show Page
3a.jpg')" hspace=10 src="http://www.4bm.org/cms/bcms//isize.php?
q=75&x=180&f=http://www.4bm.org/cms//images/bsat-3a.jpg" align=right vspace=10
border=1>Lockheed-Martin BSAT 3A</P>
<P class=txt>BSAT-3a will comprise 12 130 W Ku-band channels (8 operating at one time) and will be
located at 110 degrees East longitude. With a design life of over 13 years, BSAT-3a is based on the
award-winning A2100A platform manufactured by Lockheed Martin Commercial Space Systems (LMCSS),
Newtown, Pa. BSAT-3a marks the 12th Lockheed Martin satellite ordered in the 1- to 4-kW small-class
satellite range. Metallic paint free for online orders!</P>
HTML Editor
Enter HTML code here, and click on 'Show Page' to see the result.
Copy Page
Copy Page
Copies the content of an existing CMS page into this one.
(opens a popup to select a page)
Keywords:
Description:
Undo All Changes
Undo All Changes
Click this button to abandon all changes since you started editing this page.
Save Changes
Click this button to store all the changes, and return to the page overview.
Save Changes

Look at the tooltips in the image above for a quick description of what the controls do. You will find a more detailed explanation for the editor functions on the next page.

Wysiwyg Editor Controls

Bold, Italic and Underline buttons

Selecting a section of text and then pressing one of these buttons will format the text accordingly.

Remove Formatting button

Selecting a section of the webpage and then clicking this button will remove all formatting from the selection. This includes links, styling, tables etcetera.

Text Style selector

Selecting a section of text and then choosing a style here will format the selection in the style chosen. When you choose a style without selecting any text, the current paragraph or table cell will be formatted in the style chosen.

Align selector

Change the alignment of the current paragraphs or table cell.

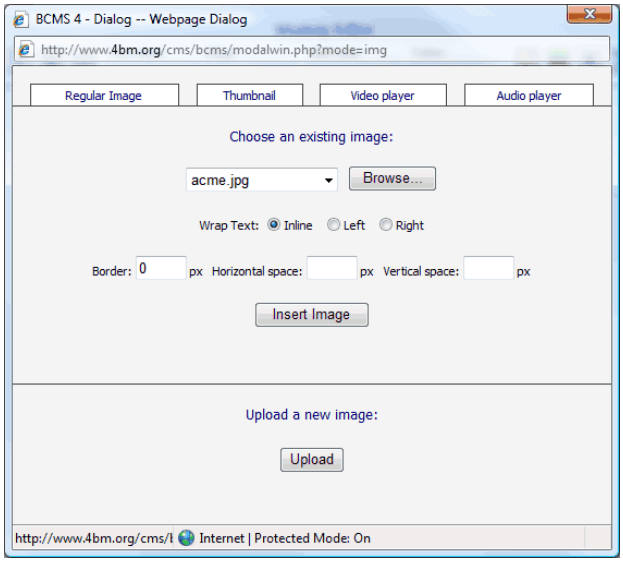
Alternatively, select a section of text, and choose the 'Bullet List' or 'Numbered List' option to convert it into a list. Blank lines in the selection will be converted to list items: Placing each list item on its own new line before creating the list is easiest.

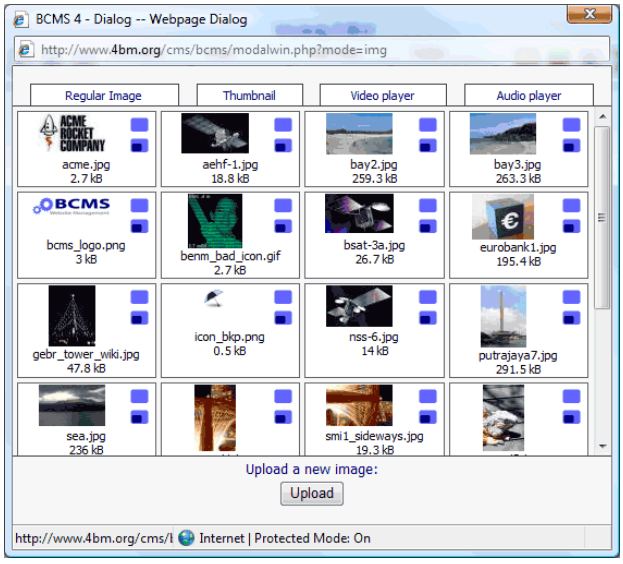
Add Link selector

Selecting a section of text and then choosing a link type from this selector will create a hyperlink for the selected text. You can choose internal (within your website), external (to pages on other websites) or document (download) links. A popup dialog will open, allowing you to choose the page, document, or external web address to link to.

Insert Image button

Clicking this button will insert an image, video clip or audio player at the current cursor position. A dialog will open, allowing you to select the media to insert:





Click on the 'Browse' button to see all available images in a graphical format. Click the 'upload' button on the bottom of the popup to add images stored on your computer.

Image Options

Wrap Text: This will determine how the image is placed on the page with regard to the page text. 'Inline' will place the image within the text, 'Left' will place the image on the right side of the webpage, wrapping the text around it on the left side.

Border: The thickness of the border around the image. Select 0 for no border at all.

Horizontal space and vertical space: When wrapping text around the image (left or right), these values determine the minimul amount of white space between the image and text.

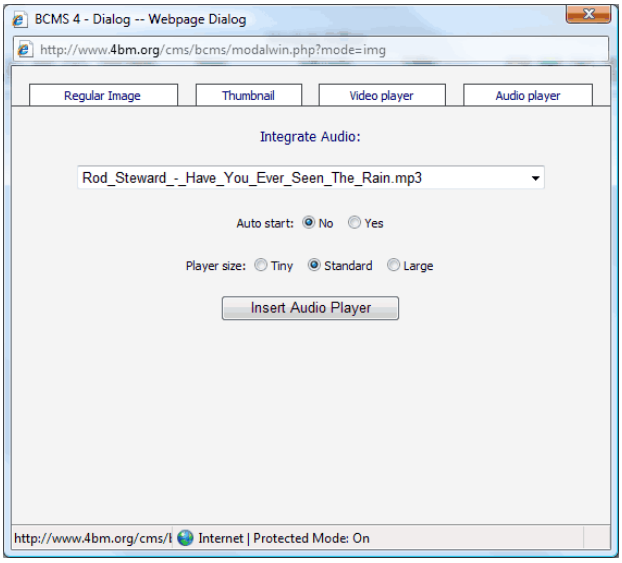
Thumbnail Options

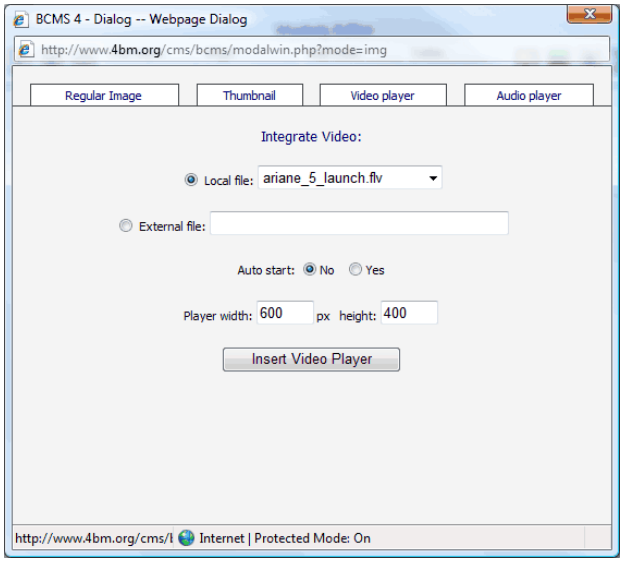
When inserting a thumbnail, these additional options are available:

Thumbnail width and/or height: These values determine the size of the thumbnail. If you enter one of the two, the other will be automatically calculated based on the image proportions.

Click to enlarge: When checked, a popup with the fullsize image will open when a visitor clicks on the thumbnail.

Audio and Video Players





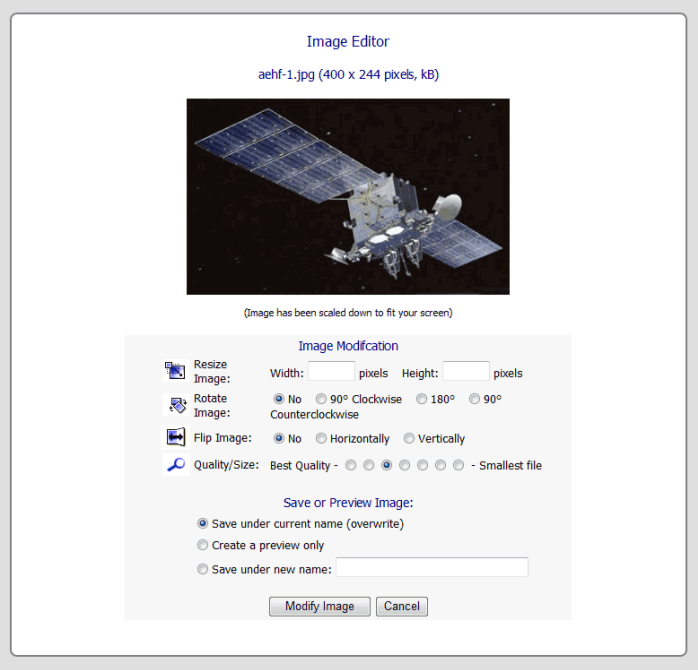
The 'Insert Media' button also allows embedding of audio and video players in your web pages. Simply select the file you wish to embed, and select the size of the player you would like to have displayed. The player will be inserted at the cursor position.

It is recommended to uses audio files in **.mp3** format, and video files in **.flv** or **.mpg** format for maximum compatibility. For video files, it is also possible to embed videos from external websites. You can enter a url directly to the .flv file, or the address of a youtube.com video to embed.

Managing Files

The buttons in the left menu labeled 'Images', 'Documents', 'Audio' and 'Video' allow you to manage files on your web server. The allow uploading of new files, or deleting exising ones. For images, a basic image editor is available.

Image Editor



Click the 'Edit' button for any **.jpg** image to edit it. The editor allows basic editing operations making images suitable for use on your website.

Resize Image

You can resize images to the desired size by entering the height and/or width the image should become. If you enter only one, the other will be calculated automatically such that the proportions of the image are preserved. It is recommended that you resize the image using this function before placing them on a web page to obtain best visual quality and shortest loading times.

Rotate Image

If required, you can rotate images from portrait to landscape using this function, or rotate them upside down (180 degrees).

Flip Image

If required, you can flip/mirror images using this function.
Note: Flipping an image vertically is different from 180 degree rotation – flipping will mirror the content.

Quality/Size

Allows you to choose the optimum balance between quick loading and visual quality. For most images it is best left at default, but for big photographs a smaller filesize may improve user experience.

Save Options

Saving an image under its current name will overwrite the existing image with the edited one. This will affect the image if it is already included in any page as well.

Preview only allows you to see what the edited image will look like, without saving it or overwriting the existing file.

Saving under a new name will save a copy of the image, leaving the original as it is.

Working with Protected Pages[7]

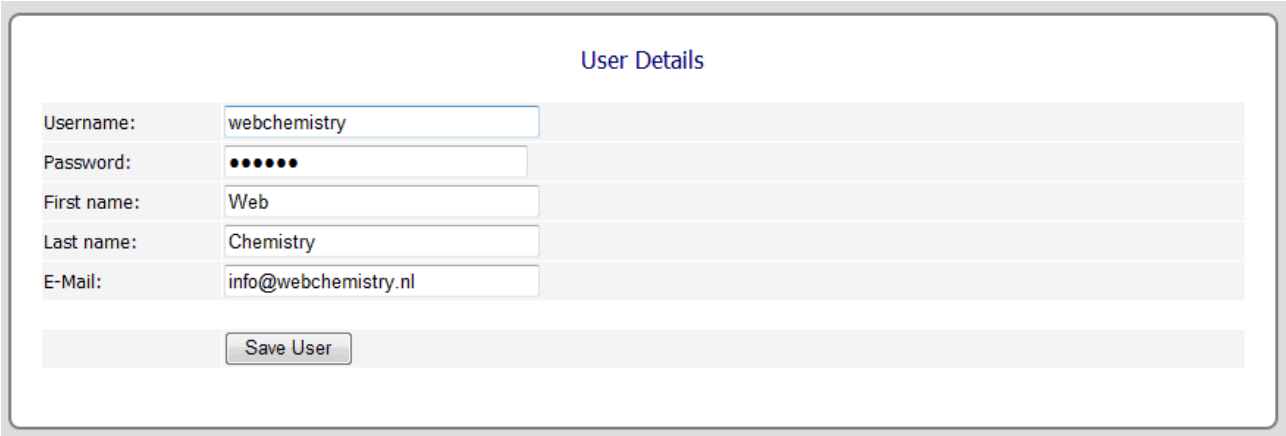
Restricting Access

BCMS allows restricting access to a part of your web pages to registered users only. To restrict access to a page, move it below 'Protected Web Pages' by pressing the 'move' button in the web page overview. Alternatively, you can create a new protected page directly by clicking 'New Protected Page' in the web page overview.

User Management

To manage the users that can access the protected pages, click on the 'Users' button in the left menu. This will display a list of all users in the system.

You can create a new user by clicking the 'Add user' button, or edit existing users by clicking the 'Edit' button on the right side of the user list.

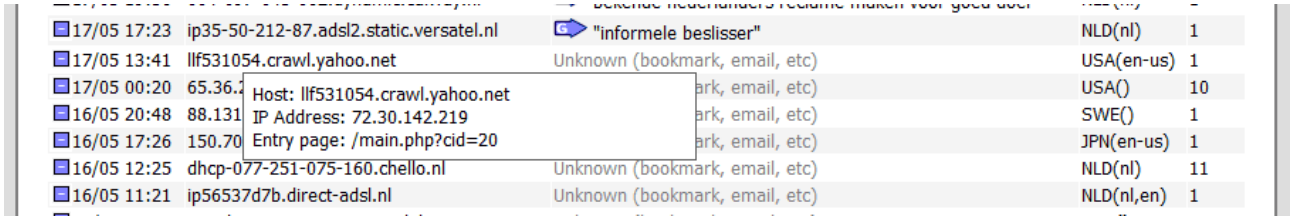


Please note that only the username and password are mandatory, and user names need to be unique. In some cases, the users name and e-mail address can be used for personalized greetings and should be entered too.

7 These features are only available on websites delivered with an access control system.

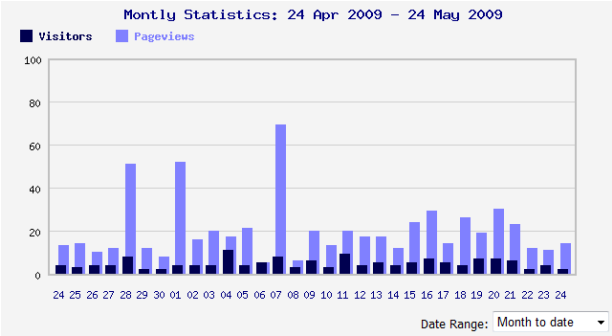
Statistics

BCMS keeps a record of all visitors to your website, displaying information about their origin, language, number of pages they visit, and how they entered your website. Click on the 'Statistics' button in the left menu to access statistics.


17/05 17:23 ip35-50-212-87.adsl2.static.versatel.nl "informele beslisser" NLD(nl) 1
17/05 13:41 llf531054.crawl.yahoo.net Unknown (bookmark, email, etc) USA(en-us) 1
17/05 00:20 65.36.2 ark, email, etc) USA() 10
16/05 20:48 88.131 ark, email, etc) SWE() 1
16/05 17:26 150.70 ark, email, etc) JPN(en-us) 1
16/05 12:25 dhcp-077-251-075-160.chello.nl Unknown (bookmark, email, etc) NLD(nl) 11
16/05 11:21 ip56537d7b.direct-adsl.nl Unknown (bookmark, email, etc) NLD(nl,en) 1
Host: llf531054.crawl.yahoo.net
IP Address: 72.30.142.219
Entry page: /main.php?cid=20

Move your mouse cursor over the hostname to display addition information about the visitor, such as IP address and the page on which he entered your website. If the visitor entered your website from a link on another website, you can click the blue arrow to go to the referring page[8]. This can be a website, but also a result page from a search engine.

Besides information on the latest visits, BCMS also keeps track of historical visitor numbers, represented by two graphs below the latest visitors.



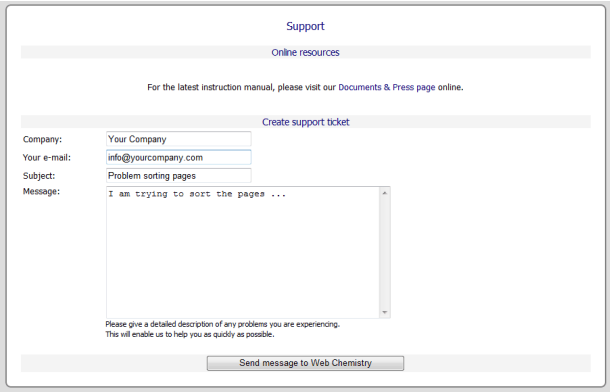
By default the last month and year are displayed, but you can change the view range using the drop down boxes on the lower right corner of each graph. At the bottom of the statistics page are the aggregate totals of the refering websites and visitors countries of origin.

8 In some cases the refering link is not accessible because login is required to view its contents. This mainly occurs with links in webmail applications and restircted-access fora.

Online Support

In case you have any problems operating your website or content management system, you can create a support ticket by clicking 'Online Support' in the lower left menu. This will open a dialog where you can enter the details about your problem, and send the information to Web Chemistry directly.

Please provided a detailed description of your problem so we can handle it adequately!


Support
Online resources
For the latest instruction manual, please visit our Documents & Press page online.
Create support ticket
Company:
Your Company
Your e-mail:
info@yourcompany.com
Subject:
Problem sorting pages
Message:
I am trying to sort the pages ...
Please give a detailed description of any problems you are experiencing.
This will enable us to help you as quickly as possible.
Send message to Web Chemistry

Backup

BCMS allows you to download a backup of all your website content, settings, users and statistics to your local computer. Click on 'Backup Content' in the lower left menu to access the backup functions. Press the 'Start Backup' button to initiate creating and downloading the backup file.

NOTES:

The backup functionality can restore your website only to the exact state it was in when the backup was made. We advise you to make backups after any major changes to your website content.

The backup will not contain any documents, images, videos and audio files, to prevent the backup files from groing too large to handle. Your hosting provider should have a backup plan in place for server failure, the cms backup is mainly intended for recovering from data loss due to human error.

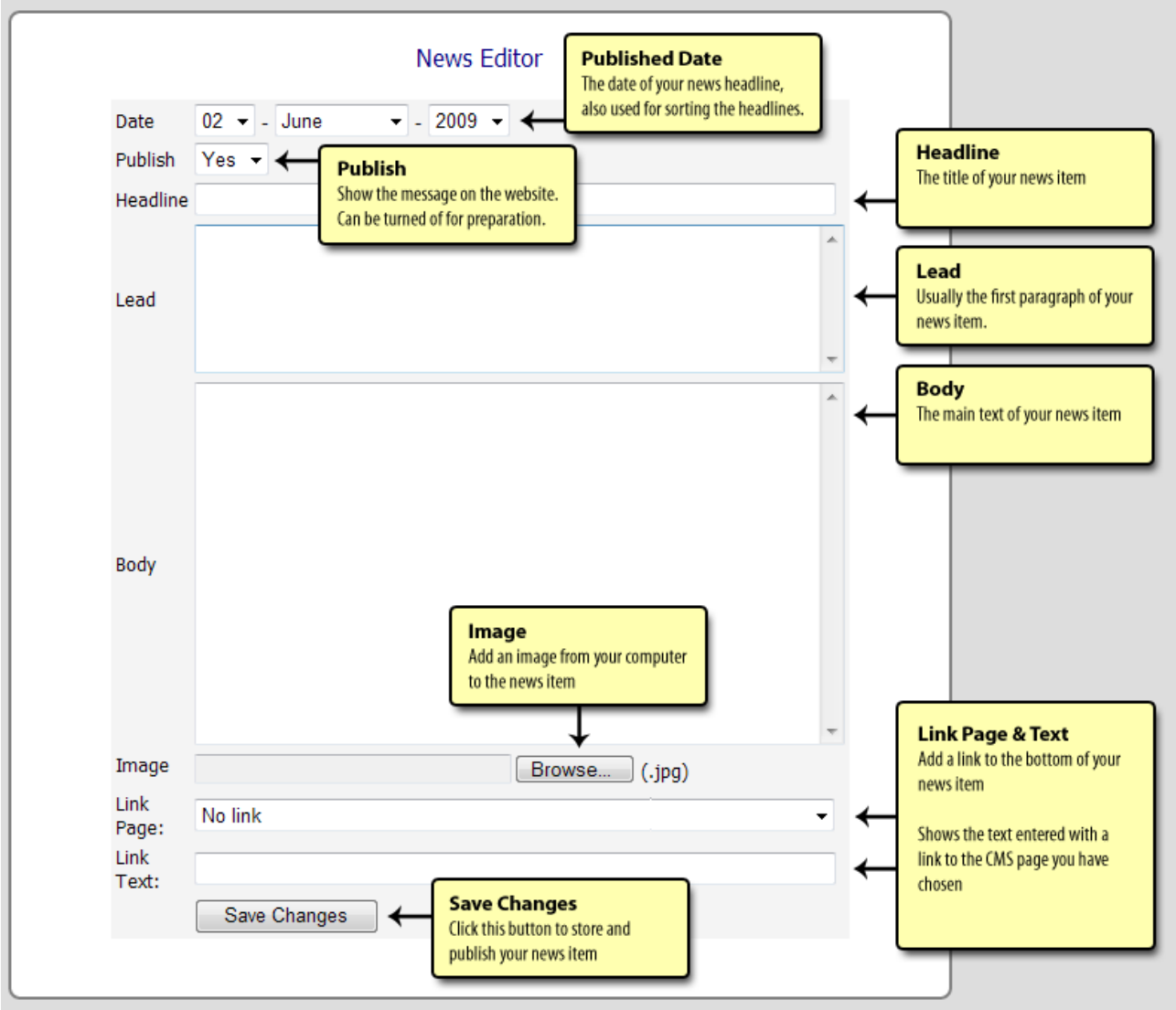
System Information

You can access information about your CMS and web server by clicking 'System Info' in the lower left menu. This will display a number of properties, mainly intended for diagnostic purposes. Additionaly, it will indicate the validity of your software license. In case this is displayed as invalid, please contact Web Chemistry as soon as possible.

Optional module: News Headlines

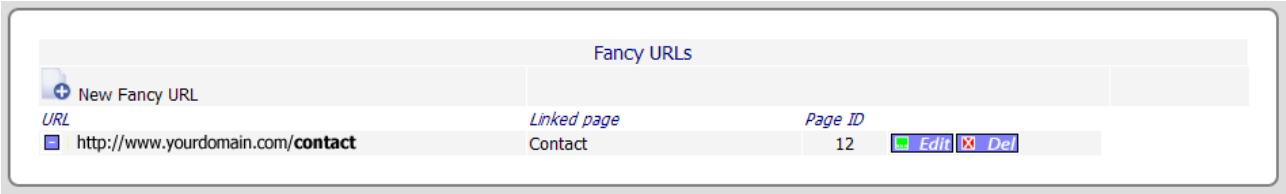
The News Headlines module allows you to easily add news items to your website. These news items can be featured on the home page, but also accessed as a news archive. To manage your headlines, click on the 'News Headlines' button in the upper left menu.

You can edit existing headlines by clicking the 'edit' buttons on the right side, or create a new headline by clicking the 'New Headline' button.

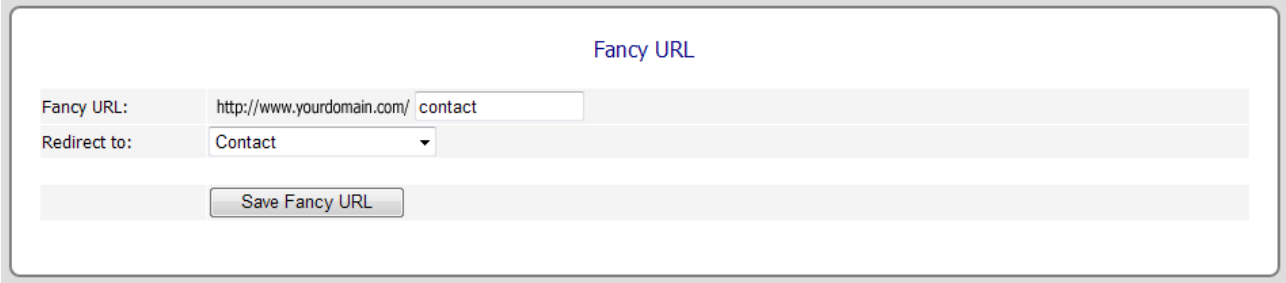


Optional module: Fancy URL's[9]

The Fancy URL's module allows you to create urls containing keywords, mainly for search engine optimization. Url's like http://www.yoursite.com/**keyword** will be automatically redirected to a cms page of your choice. To manage fancy URL's, click on the 'Fancy URL's' button in the upper left menu.



Click on the edit button on the right side of an existing fancy URL to edit it, or on the 'New Fancy URL' button to create a new one.



Enter a keyword and choose a page to link it to. After saving the fancy URL, the linked page will be available from it immediately.

Also, BCMS has features that automatically replace any links within your website to the new fancy URL. It is, however, still possible to reach the page at is regular URL, leaving external links to your web pages functional at all times.

Note: Fancy URL's cannot contain spaces. If you enter any, they will automatically be converted to underscores. URL's are also case sensitive: it is possible to use uppercase characters, but these have to be entered equally when linking to the page!

9 This module is only available for web servers that support mod_rewrite – possible to install on Apache 1.3 or later.